A Guide to Complete Annual Business Recycling Reports

This guide was developed by the Maryland Department of the Environment (MDE) to assist businesses in Maryland in completing the Annual Business Recycling Report, a report that itemizes a business's solid waste and recycling amounts for the previous year.

MDE encourages the recycling of all materials, where reasonable, because of the environmental and economic benefits provided. Each of Maryland's 24 political jurisdictions are required to recycle a certain percentage of their solid waste based on the county population, as specified in the Maryland Recycling Act (MRA). The *Annual Business Recycling Report* is a recommended metric within the Waste Reduction and Resource Recovery, a supporting document of the 2017 Executive Order of the same name. To encourage the overall statewide recycling and waste diversion rate goals and so Maryland Counties and Baltimore City can accurately complete their MRA report.

Businesses that MUST file an Annual Business Recycling Report

1. All businesses in Maryland, regardless of county, that are required to separate and divert food residuals from disposal in a refuse disposal system <u>must</u> file in accordance with COMAR 26.04.13.05. More details below, and
2. Any business that is required to report on their recycling activities by local, municipal, or county codes. Check with your county recycling coordinator's office to determine any requirements.

Accessing the Annual Business Recycling Report

MDE provided Business Recycling Report can be filed via a paper form or online. Check the county recycling website for the preferred method for your county.

Things to know/record to assist in completing the form

1. The name of your solid waste and recycling hauler(s),
2. A tally of the total weight of solid waste (materials destined for landfill/incinerator) removed from the facility and its destination,
    1. The tonnage of solid waste sent to a Maryland Permitted Solid Waste Acceptance Facility, and which one(s) .
    2. The tonnage of solid waste sent for disposal out of state, and the location(s).
3. The tonnage and types of recyclables sent for processing and the facilities they went to.

The paper copy of the Business Reporting Form has further instructions for this information. This information should be easily provided by your waste hauler(s) or an estimate if not an exact weight.

The Business Recycling Report Form allows you to estimate the amount of solid waste disposed by the size of your facility's dumpster:

Size of dumpster (yd³s)	X	No. of this type of dumpster	X	Frequency of pick-up/week	X	Yd³s to tons (.05) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec	=	Total tons of waste disposed between Jan-Dec
Ex.: 8	x	2	x	2	x	0.1	=	3.2	x	52	=	166.4
compactor	x		x		x	0.34	=		x		=	
compactor	x		x		x	0.34	=		x		=	
compactor	x		x		x	0.34	=		x		=	
compactor	x		x		x	0.34	=		x		=	
Estimated Total Solid Waste Disposed from Business												tons

Use this table (found HERE) to calculate annual solid waste tonnage by container size

The Business Recycling Report also contains a table that can be used to estimate the weights of recyclables by the volume of materials.

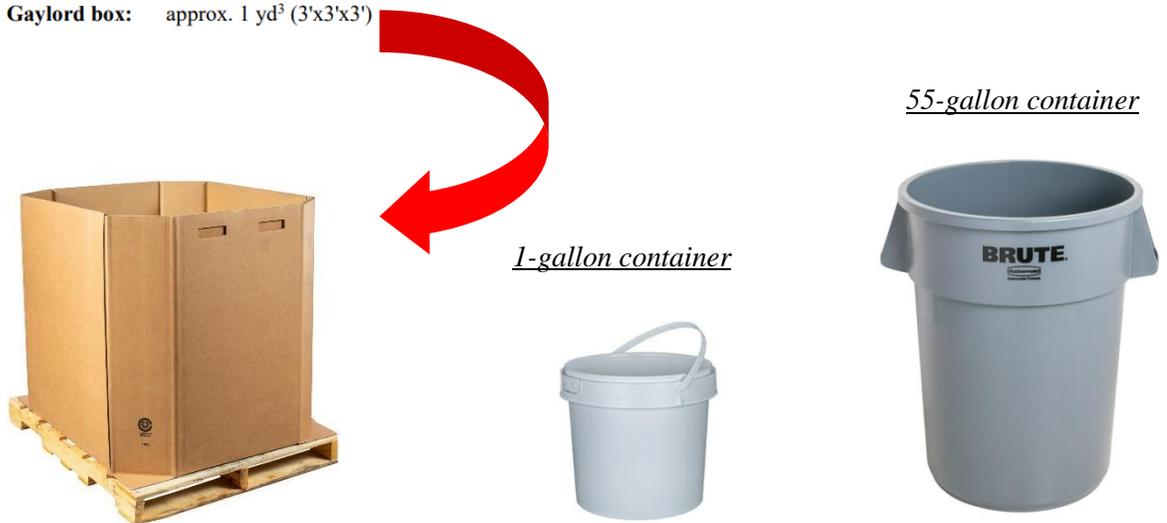## Volume to Weight Conversion Table

Material	Volume	. Weight	Material	Volume	. Weight
Aluminum cans-whole	1yd^3	63 lbs.	Metal license tags*	1 tag	0.31 lbs.
Antifreeze*	1 gallon	9.8 lbs.	Mixed wood	1yd^3	372 lbs.
Asphalt*	1yd^3	1,380 lbs.	Motor oil*	1 gallon	7 lbs.
Cardboard-compacted	1yd^3	400 lbs.	Motor oil filters	1 filter	1 lb.
Cardboard-uncompacted	1yd^3	50-150 lbs.^	Newspaper-uncompacted	1yd^3	433 lbs.
Commingled containers	1yd^3	248 lbs.	Office paper-computer	1yd^3	655 lbs.
Computer CPU	1 CPU	35 lbs.	Office paper-mixed	1yd^3	435 lbs.
Computer keyboard	1 keyboard	2.5 lbs.	Paint	1 gallon	10 lbs.
Computer monitor	1 monitor	41 lbs.	Pallets	1 pallet	40 lbs.
Concrete	1yd^3	4,000 lbs.	Plastic bottles-whole	1yd^3	32 lbs.
Fluorescent light tubes	1 tube	0.83 lbs.	Scrap tires-car/truck	1 tire	21/70 lbs.
Frying grease	55 gal. drum	405 lbs.	Telephone directories	1 book	4.5 lbs.
Glass	1yd^3	600-1,400 lbs.$^+$	Tin/steel cans-whole/flattened	1yd^3	150/850 lbs.
Industrial Fluids*	1 gallon	8.5 lbs.	White goods (large)	1 item	143 lbs.
Laser toner cartridges	1 cartridge	3 lbs.	Yard waste-compacted	1yd^3	700 lbs.
Lead acid batteries	1 battery	39-53 lbs.**	Yard waste-uncompacted	1yd^3	470 lbs.

^ Loose, unflattened cardboard weighs 50 lbs./yd^3, crushed cardboard weighs closer to 150 lbs./yd^3.
* Should be included as a **Non-MRA Material** on page 3.
+ 600 lbs. for whole glass, 1,400 lbs. for manually broken glass.
** 39 lbs. for a car battery, 53 lbs. for a truck battery.

Other helpful hints to determine recycling weights:

Aluminum cans: flattened 1yd^3 weighs 340 lbs., uncompacted 1 full grocery bag weighs 1.5 lbs., uncompacted 1 case of 24 cans weighs 0.75 lbs., 32 cans weigh 1 lb.

Glass: 1 case of 24-8 oz. glass containers weigh 12 lbs., 24-12 oz. glass containers weigh 14 lbs., manually broken bottles in a 55-gallon drum weigh 300 lbs.

Gaylord box: approx. 1 yd^3 (3'x3'x3')

55-gallon container

1-gallon container

The Annual Business Recycling Report Form

The paper and online forms record the same information, but in slightly different formats. The paper form uses a table layout to record solid waste and recyclable totals, while the online form uses text boxes. Both forms are:

- Specific for BUSINESS
- Allows businesses to detail types and amounts of recyclables
- Assists 24 political jurisdictions in Maryland in meeting MRA mandates
- Support the intention of the Executive Order 01.01.2017 Goals

The paper form can be found HERE. **After completing, do not send the form directly to MDE**. Instead, submit to the county where your facility(ies) is located.

Paper Form

Annual Business Recycling Reporting Survey
JANUARY 1st – DECEMBER 31st

Questions and comments **should be directed to the County Recycling Coordinator** (not the Maryland Department of the Environment) from which this survey was received.

Completed Business Recycling Reports **should be returned to the County Recycling Coordinator** (not the Maryland Department of the Environment) where the facility is located by _____. The County Contact Information is:

Thank you very much for your cooperation!

Date: _____

Company/Facility Name: _____

Address of Company/Facility: _____
                                                    (STREET)
                            _____
                                        (CITY, STATE, ZIP CODE)
                            _____
                                              (COUNTY)
Company/Facility Contact Information: _____

Contact Address: _____
(if different from facility address)
                            _____

Job Title: _____ Phone #: _____

E-mail: _____ Fax #: _____

Online Form

The online form can be accessed through MDE's [Food Diversion](#) webpage or directly [HERE](#).

New Food Residuals Diversion Regulations (COMAR 26.04.13)

In order to assist Counties in gathering accurate recycling totals, MDE has developed the Business Recycling Reporting Survey [online] [PDF]. This form is NOT INTENDED for PROCESSORS of RECYCLABLES, but for commercial businesses located in a jurisdiction that may recycle their waste. e.g., retail stores, service businesses, manufacturing, food processors, etc. **New!**

Look for this section on the Food Diversion webpage.

- When you first pull up the online form, the first question that is asked is "Are you a Processor?"
  ==*Unless your business is collecting, sorting, processing and/or marketing recycled material, your answer should be "No".*==

* Are you a processor?

No

* If no, in which county are you located?

If no, in which county are you located?

- Next, using a dropdown menu, indicate the county where you are located.
  ==*If you indicate Montgomery, Howard, or Frederick County, the form will send you to those county's reporting webpages. All other counties will continue with this report.*==

- The next section of the form is for your business information

- The next section is information about your solid waste (i.e. trash) generated, as discussed above.

* What is the tonnage of your estimated total waste last year?

* Is your waste currently captured by MD facilities?

If you are not sure, please check with your waste hauler.

* Who is your waste hauler? (if you have more than 1, you will have to enter them one entries at a time)

* What is the tonnage of your waste the waste hauler disposed in MD facilities?

* What is the tonnage of the waste sent out of state in the past year?

* Date Submitted

mm/dd/yyyy

* Submitted by

- The rest of the form is for listing the total annual weights (in tons) of various recyclable materials that your business generated.

Recycling Materials
CATEGORY - COMMINGLED CONTAINERS
Tons Recycled

XXXX.XX Commingled Containers

Contractor/Market for Materials

Generic Market Name of Commingled Containers

CATEGORY - COMPOSTED/MULCHED
MATERIALS - Food Waste (composted/mulched only - also see "Food Waste"
Tons Recycled

XXXX.XX Food Waste

Contractor/Market for Material

Food Waste

MATERIALS - Landclearing Debris
Tons Recycled

XXXX.XX Land Clearing Debris

Contractor/Market for Material

Land Clearing Debris

The page shows the **Category**, and a category may be broken down into specific **Materials**. Please try to list your materials under the right category.

If you did not recycle any of a specific material, just leave the space blank, don't enter "0" or "n/a".

Under "**Contractor/Market for Materials**", list the facility to which the material was taken (such as a composter or MRF)

CATEGORY – Other Materials:

CATEGORY - Other Materials

MATERIALS - Antifreeze
Tons Recycled

Antifreeze

Contractor/Market for Material

Antifreeze

Materials - Animal Protein/Solid Fat
Tons Recycled

Animal Protein/Solid Fat

Contractor/Market for Material

Animal Protein/Solid Fat

Materials - Asphalt
Tons Recycled

Asphalt

Contractor/Market for Material

Asphalt

Materials - Other 1
Other 1

Other 1 Material

Tons Recycled

Other 1 Tons Recycled

Contractor/Market for Material

Other 1 Contractor

These materials are non-MRA, meaning materials that do not count towards a county's mandated recycling rates. Definitions

Local jurisdictions still track!

Your specific non-MRA material not listed? Complete **Materials – Other** entries at the bottom of this section

Ready to Submit?

You MUST "submit" twice. Once at the bottom of the information page:

Second to review the summary:

DON'T FORGET TO PRINT A COPY FOR YOUR RECORDS

If you have specific questions in completing the report form for a jurisdiction, please contact the appropriate County Recycling Coordinator. If you have general questions please contact MDE's Waste Diversion Division at (800) 633-6101 x4142, (410) 537-3314, or dave.mrgich@maryland.gov. Thank you in advance for providing the information essential to understanding Maryland's waste diversion rate.